



DEPARTMENT OF THE ARMY  
32D MEDICAL BRIGADE, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL  
2355 HARVEY ROAD  
FORT SAM HOUSTON, TEXAS 78244-6110

REPLY TO  
ATTENTION OF

MCCS-A

OCT 12 2005

## MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Opportunity Complaint Procedures (Policy Memorandum # 3)

1. Purpose. To establish the policy for handling Equal Opportunity complaints.
2. Applicability. This policy applies to all Soldiers and civilian employees that are assigned or attached to the 32d Medical Brigade.
3. General. All military personnel, their families, and Department of the Army civilians have the right to present complaints, grievances, or requests for assistance of any nature either orally or written, and in a formal or informal manner. The EO and Sexual Harassment Complaints Processing System addresses complaints that allege unlawful discrimination or unfair treatment on the basis of race, color, religion, gender, and national origin to include age and disability for the civilian employees. This policy will provide guidance as to how this process should be accomplished.

## 4. Policy.

- a. Commitment on the part of the entire 32d Medical Brigade team is essential in the efforts to properly handle concerns or issues that deal with Equal Opportunity. Therefore, it is necessary for everyone to know and understand the procedures to follow in processing an Equal Opportunity complaint.
- b. Soldiers, family members, and DA civilians have the right to:
  - (1) Present a complaint to the command without fear of intimidation, reprisal, or harassment.
  - (2) Communicate with the commander without fear of intimidation, reprisal, or harassment.
  - (3) Receive assistance when submitting a complaint.
  - (4) Receive training on the Army's Equal Opportunity complaint and appeals process.

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c. Although the processing of EO complaints through the unit chain of command is strongly encouraged, it will not serve as the only avenue for the individuals to utilize in resolving a complaint. Commanders will not preclude Soldiers from using other channels in accordance with the procedures applicable to the following agencies capable of receiving and processing complaints:

- (1) Someone in a higher echelon of the complainant's chain of command
- (2) Equal Opportunity Advisor
- (3) Inspector General
- (4) Chaplain
- (5) Provost Marshal
- (6) Medical Agency Personnel
- (7) Staff Judge Advocate
- (8) Chief, Community Housing Referral and Relocation Services Office (CHRRSS)

d. Individuals have the responsibility of advising the command of the specifics of sexual harassment and unlawful discrimination complaints and providing the command an opportunity to take appropriate action to rectify/solve the issue. Soldiers, family members, and civilian employees are also responsible for submitting only legitimate complaints and exercising caution against unfounded or reckless charges and allegations.

e. Personnel/agencies receiving a complaint will comply with the criteria and guidelines set forth in Chapters 6 and 7, and Appendix D of AR 600-20, Army Command Policy.

f. Acts or threats of reprisal against Soldiers, family members, or civilian employees who exercise their right under this policy are prohibited.

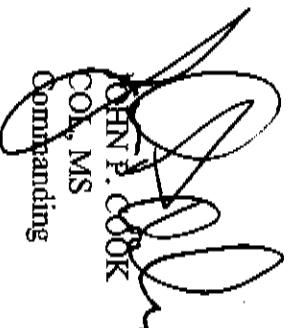
g. The rapid identification and resolution of EO and sexual harassment issues is critical to cohesiveness and teamwork within our work areas and units. I have full confidence that leaders at all levels are prepared to act appropriately when presented with complaints.

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5. A copy of this policy will be permanently posted on all unit equal opportunity bulletin boards within the 32d Medical Brigade.

**KEEP UP THE FIRE!**



JOHN P. COOK  
COL, MS  
Commanding

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